

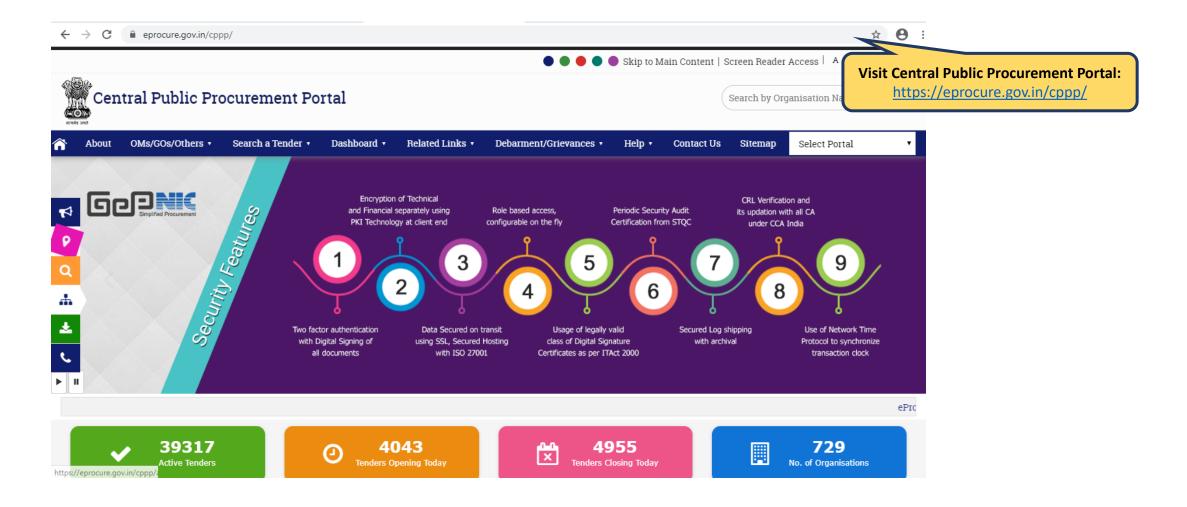
Department for Promotion of Industry and Internal Trade Ministry of Commerce and Industry Government of India



# Bidder Enrollment as Startup For Public Procurement

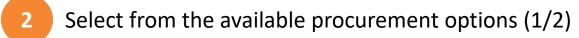


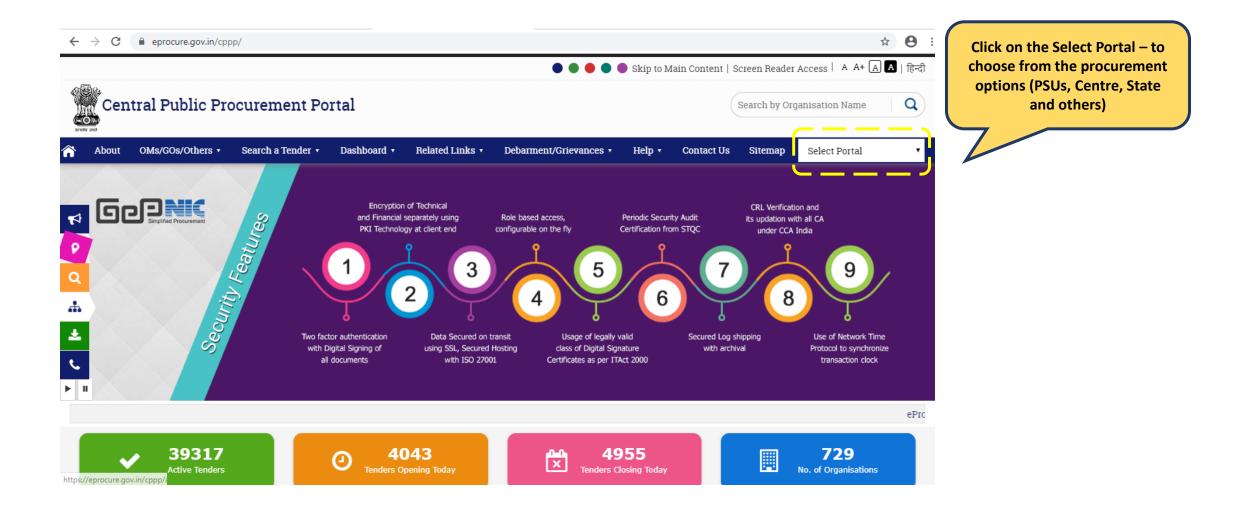




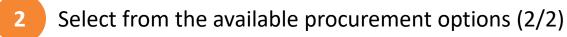


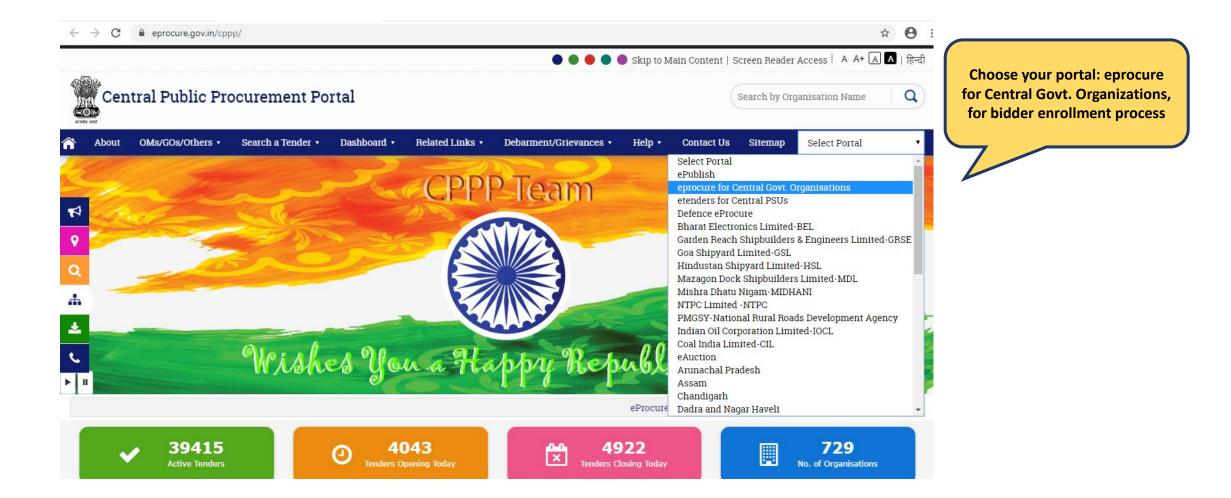








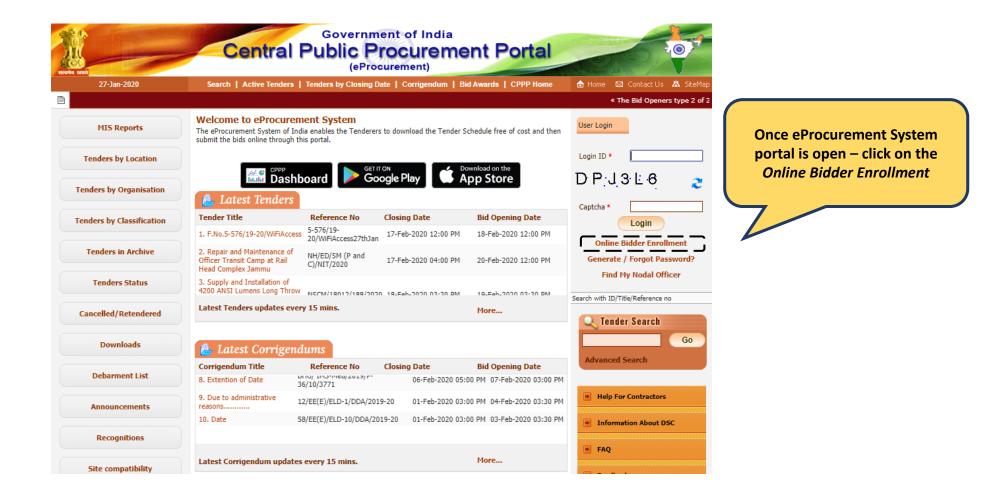








eProcurement Portal – Online Bidder Enrollment





3



# Online Bidder Enrollment – Filling all the details (1/3)

North and	Government of India Central Public Procurement Porta (eProcurement)	
29-Jan-2020	Search   Active Tenders   Tenders by Closing Date   Corrigendum   Bid Awards   CPPP He	ome 👌 Home 🖾 Contact Us 🚜 SiteM
		« The Bid Openers type 2 of 2 wil
MIS Reports	Online Enrollment of Corporate/Bidder	
Tenders by Location	Login Id •	Email ID and Mobile No Policy
Tenders by Edeation	Enter email address for login id. eg: abc@nic.com (Care may be taken to enter valid e-mail ID. This information will be kept confidential. The login ID	Email and mobile must comply following requisites,
Tenders by Organisation	cannot be modified once registered.)	1. As Mobile and Email are the
	Correspondence Email*	modes of correspondence, ensure that mobile no and email id
Tenders by Classification	(Correspondence Email ID can be same as your Login ID.) Mobile* -Select-	provided are correct. 2. The verification codes are valid
	MODILE* -Select- +	for 900 seconds from the time Send Verification Code is clicked.
Tenders in Archive		
	Company Details	
Tenders Status	Company Name *	
	Preferential Bidder: 🔲 Yes	
Cancelled/Retendered	Registration Number •	
	Registration Number •	
Downloads	Registered Address*	
Debarment List	Name of Partners / Directors	
Announcements	BidderType* 💿 Indian 🔘 Foreign	
	City *	
Recognitions	State <sup>e</sup> -Select-	
	State -Select	





# Online Bidder Enrollment – Filling all the details (2/3)

Note and	Government of India Central Public Procurement Por (eProcurement)	tal	
29-Jan-2020	Search   Active Tenders   Tenders by Closing Date   Corrigendum   Bid Awards   CPF	PHome 👌 Home 🖾 Contact Us 🗸 SiteMap	
	< The Bid (	Openers type 2 of 2 will be discontinued from 1st March	
MIS Reports	Online Enrollment of Corporate/Bidder		Choose Yes for Preferential
Tenders by Location	Login Id * Enter email address for login id. eg: abc@nic.com	Email ID and Mobile No Policy Email and mobile must comply following	Bidder option and Select MSM
Tenders by Organisation	(Care may be taken to enter valid e-mail ID. This information will be kept confidential. The login I cannot be modified once registered.) Correspondence Email*	D requisites, 1. As Mobile and Email are the modes of correspondence, ensure that mobile no and email id	
Tenders by Classification	(Correspondence Email ID can be same as your Login ID.) Mobile <sup>®</sup> -Select- ▼	provided are correct. 2. The verification codes are valid for 900 seconds from the time Send Verification Code is clicked.	
Tenders in Archive	Company Details		
Tenders Status	Company Name • Preferential Bidder: Ves		
Cancelled/Retendered	Preference Category* -Select-		
Downloads	If you have selected MSME or Startup India icon under My Accounts> Privil MSME Registration Number •	) 	
Debarment List	Registered Address*		
Announcements	Name of Partners / Directors		
Recognitions	BidderType*		





# Online Bidder Enrollment – Filling all the details (3/3)

	BidderType*	Indian Foreign			
Site compatibility	City *				
	State*	-Select-	¥		
Dashboard	Postal Code*				
	PAN/TAN Number *				
incia.gov.m	PAN/TAN number must have 10 charac	ters. For ea: AESTG2458A			
MMP on eProcurement	For Bidders who do not have PAN/TAN number.		the PAN/TAN		Fill all the Contact details
(Tender information for States and UT's)	Establishment Year	2020	v		in an the contact details
	Nature of Business*				
e Marketplace	Legal Status*	-Select-	T		
	Company Category *		•		
	company category	Select			
	Contact Details				
	Enter Company's Contact Person Details	;			
	Title *	-Select-	¥		
	Contact Name*				
	Date Of Birth (DD/MM/YYYY)*				
	Designation				
	Phone De	tails eg: +91 044 22272449			
	Phone	-Select- 🔻			
	Enter Captcha	7 A F U J	<b>2</b> Refresh		
		В	ack Submit	)	





#### Mobile and Mail Verification

	Government of India Central Public Procurement F (eProcurement)	Portal	
27-Jan-2020	Search   Active Tenders   Tenders by Closing Date   Corrigendum   Bid Awards	CPPP Home 👌 Home 🖂 Contact Us 🗛 SiteMap	
MIS Reports	Generate password	< The Bid Openers type 2	Verify the code received on the
Tenders by Location	Generate password		mail and mobile and set your
Tenders by Organisation	Generate password for the login id <b>generate password for the login id</b> Provide the verification code received through Correspondence Email/ Registered Mobile Number.	Email ID and Mobile No Policy Verification code must comply following requisites, 1. Provide verification code sent	password
Tenders by Classification	Mobile Verification Code *	to mobile in Mobile Verification code. 2. Provide verification code sent to email in Mail Verification	
Tenders in Archive	Mail Verification Code * ••••••	code.	
Tenders Status	Confirm Password *	Password Policy Your password must comply following	
Cancelled/Retendered	Enter DVEDVE 2 V B D Y B	requisites, 1. Length must be within 8 to 32 characters	
Downloads	Captcha 2VBDYB	<ol> <li>Any English lowercase and uppercase (a-z and A-Z) characters</li> <li>Any numbers between 0-9</li> </ol>	
Debarment List	New User who have not received Verification code, please click on 'Update Email ID/Mobile No' button provided in 'Generate/Forgot Password' link in the home page and ensure the provided email id and mobile no are correct.	<ol> <li>Any special characters from the bracket [! @ # \$ ^ * _ ~]</li> <li>Good eg: CricS2009</li> </ol>	
Announcements	Cancel Submit	Bad eg: cric2009	
Recognitions			
Site compatibility			





Confirmation on the Password setup

With and		lic Procurement Portal (eProcurement)		
27-Jan-2020	Search   Active Tenders   Tenders b	y Closing Date   Corrigendum   Bid Awards   CPPP Home	👌 Home 🖾 Contact Us 🚜 SiteMap	
		« The Bid Openers type 2 of 2 will be discontinue	ed from 1st March 2020 onwards	
MIS Reports				
Tenders by Location				Confirmation page
Tenders by Organisation	Your Pas Please k	ssword has been Generated / changed successfully. ogin from Home page with your new password to		
Tenders by Classification	confirm.			
Tenders in Archive				
Tenders Status				
Cancelled/Retendered				
Downloads				
Debarment List				
Announcements				
Recognitions				
Site compatibility				







Government eProcurement System	e sta	Welcome Last login	: 28-Jan-2020 10:37	)gmail.com AM		Server Time 28-Jan-2020 11:50:01 ment System Gov	_	Description Logout of India	
	USER MANAG	GEMENT							
	User DSC	Enrollment	Login Id : Roles :	Tenderer	7@gmail.co	m			As a Next step, the enrollment process includes a compulsory DSC certification – Click on the Signing Certificate
		You have not regist		ire Certifica	ite yet. Please clic	k on Signing Certificate lir			
	Ac	tive Certificates I	Information						
	S.M	No Certificate	Certificate Type	Туре	Validity	Enroll Date	View		
			No certificat	es have bee	en enrolled.				
			Ve	rsion:1.09.0	08 03-Apr-2019	(c) 2017 Tenders	NIC, All right	s reserved.	







# Digital Signature Certification (DSC) – (2/4)

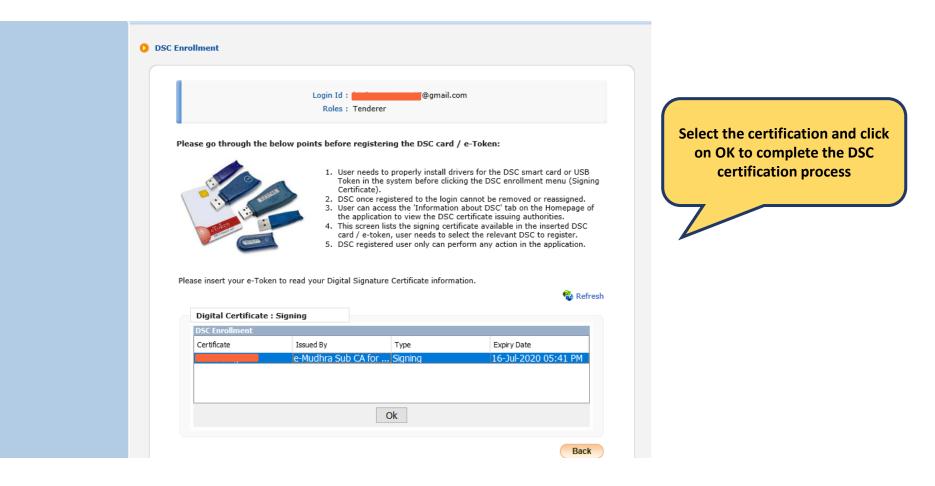
	L	ogin Id : <b>Carlos Carlos</b> @gmail.com Roles : Tenderer		Make sure you have DSC sm card or USB token for this s and then click on Refresh
Please inser		<ol> <li>User needs to properly install drivers for th Token in the system before clicking the DS Certificate).</li> <li>DSC once registered to the login cannot be 3. User can access the 'Information about DS the application to view the DSC certificate 4. This screen lists the signing certificate ava card / e-token, user needs to select the 5. DSC registered user only can perform any</li> </ol>	he DSC smart card or USB C enrollment menu (Signing e removed or reassigned. C' tab on the Homepage of issuing authorities. ilable in the inserted DSC levant DSC to register.	System checks – • Latest java version install • Current browser should support javascript – As an alternate switch to intern explorer to complete this step







#### Digital Signature Certification (DSC) – (3/4)







Governr eProcure		J. F.	?	Welcome Last login	: : 28-Jan-2020 01:5	@gmail.con 9 PM	28-J	Server Time an-2020 14:50:07		E Logout	
Syste	m	Y.					eProcureme	nt System Gove	ernment	of India	
		USER MAN	AGEI	MENT							
		0 User DS	SC Eni	rollment							
					Login Id Roles	Tenderer	@gmail.com				Enrollment Confirmation
		·	V DS	SC is enrolled s	uccessfully.						
								<b>P</b> View Existing	Certificates		
		-	Active	e Certificates I							
		:	S.No	Certificate	Certificat Type	е Туре	Validity	Enroll Date	View		
		1	L.		Signing	Class 2	16-Jul-2020 05:41 PM	28-Jan-2020 02:50 PM	2		
									Next >		
					V	ersion:1.09	.08 03-Apr-2019	(c) 2017 Tenders N	IIC, All rights	reserved.	





8

# Dashboard – Mobile and E-mail confirmation (1/2)

Government eProcurement System	Welcome : 28-Jan-2020 01:59 PM 28-Jan-2020 14:50:40 eProcurement System Govern	A Home E Logout
	DASHBOARD	
	Welcome       Private Limited,         Roles : Tenderer       In order to enable International SMS alerts facility, the eProcurement Application requires all the users to update their Mobile Number along with the Country Code.         In addition, the users are also required to update their email address         This is a one-time updation only. The benefits for the users include receipt of mobile and email alerts to the even such as;         • User Enrollment / Registration         • Ender related events         • Bid submission events         • Block / Debarred Notification         Mobile Number: •         • IND (91)         • E-Mail Address: •         • @gmail.com         By clicking on "Save" button, you would receive an OTP by SMS / e-mail on above number / e-mail within 10 seconds. If you have not received the messages on time, please recheck your details or contact help desk.	
	Version:1.09.08 03-Apr-2019 (c) 2017 Tenders NIC	C, All rights reserved.





8

# Dashboard – Mobile and E-mail confirmation (2/2)

Government eProcurement System	et a	Welcome Last login	:@gmail.com : 28-Jan-2020 01:59 PM el	Server Time 28-Jan-2020 14:51:16 Procurement System Gove	A Home D Logout	
	DASHBOARD					
	Welcome		te Limited, been sent to the entered Email ID and M	obile No.		Verification Step
			Entered Email ID :	@gmail.com		
			OTP• OTP will Expire in 0	14:40 minutes!		
				Verify	Resend OTP	
			Version:1.09.08 03-	Apr-2019 (c) 2017 Tenders N	IC, All rights reserved.	





# Startup – Registration (1/3)

4	Government	Welcome : Last login : 28-Jan-2020 01:59 PM 28-Jan-2020 14:51:54 Amere Logout	
	eProcurement System	eProcurement System Government of India	
		DASHBOARD	
l	Jser Management My Accounts	Welcome Private Limited,	
+	My Documents	Roles : Tenderer	Select My Accounts on the
1	Auction Management		Dashboard
+	My Auctions	Announcements	
+	Live Auctions	Announcements	
+	View Auction History		
E	Bid Management		
+	Search Active Tenders		
+	My Tenders		
+	Clarification		
÷	My Active Bids		
+	Bid Opening (Live)	Date Extension	
+	Techno Commercial Query		
+	Techno Commercial Query History		
+	Short fall Documents		
+	My Bids History		
+	Short Fall Documents History		
+	Archived Clarification		
+	Tender Status		





# Startup – Registration (2/3)

Government	St. a	Welcome Last login	: 28-Jan-2020 01:59	≬gmail.com PM	Server Time 28-Jan-2020 14:52:25	🏫 Home	🔁 Logout	
eProcurement System				eProcu	rement System Gove	ernment o	f India	
	MY ACCOUNTS							
User Management								
My Accounts	Welcome	Private Limite	d,					
My Documents	Roles : Tenderer							Select Privileges
Auction Management								Select Filvileges
My Auctions	8	( P	•	⊠(				
Live Auctions	User Profile	Authenti		munication	Privileges	DashBoard		
View Auction History		Addicita	cadon com	nunication	Thineges	Dashboara		
Bid Management								
Search Active Tenders								
My Tenders								
Clarification								
My Active Bids								
Bid Opening (Live)								
Techno Commercial Query								
Techno Commercial Query     History								
Short fall Documents								
My Bids History								
Short Fall Documents History								
Archived Clarification								
Tender Status								





Startup – Registration (3/3)

Government	Stand Welc	ome : @@@mail.com login : 28-Jan-2020 01:59 PM	Server Time 28-Jan-2020 14:54:44	🏫 Home 🛛 📑 Logout	
eProcurement System		eProc	urement System Gove	rnment of India	
	MY ACCOUNTS				
User Management					
My Accounts	Welcome Private	Limited,			Select Startup India icon to
<ul> <li>My Documents</li> </ul>	Roles : Tenderer				complete the registration
Auction Management					
My Auctions	0	(f) 🔍	MISC		process
Live Auctions	User Profile Au	thentication Communication		DashBoard	
View Auction History					
Bid Management	ด๊พ	msms #_i			
Search Active Tenders	GSTN	MSME Startup India			
My Tenders					
Clarification					
<ul> <li>My Active Bids</li> </ul>					
<ul> <li>Bid Opening (Live)</li> </ul>					
Techno Commercial Query					
Techno Commercial Query     History					
Short fall Documents					
My Bids History					
Short Fall Documents History					
Archived Clarification					
Tender Status					



